

How to Submit a Request to Change or Create a Fee

The Fee Review Committee oversees the administrative process of reviewing and recommending for approval to the Provost the following fees:

- Application Fees
- Compulsory Academic Fees
- Supplemental Fees
- Service Fees
- Third-Party Fees

The work is guided by the [Tuition and Fees Authorization Policy](#) and the Terms of Reference.

The submission deadlines are available [here](#).

In the 2024/25 academic year, the committee will pilot electronic submission via a SurveyMonkey link, rather than an Excel spreadsheet. Proponents will only be asked to provide information relevant to their proposal, reducing the number of questions they are asked to complete. The new process ensures that all submissions are completed fully and reduces the amount of data entry required.

Use this link to submit a proposal: <https://www.surveymonkey.ca/r/FeeSubmission>

Proposals for new fees will need to address both the rationale for the fee and implementation details. Before submitting the proposal, please ensure the following:

- 1) The Dean or Executive Director has endorsed the submission. They will receive a copy of the completed submission after the Fee Review Committee has made their recommendation.
- 2) When the fee is approved, you will be asked to work with Alycia Cooper (Alycia.cooper@usask.ca) in Teaching, Learning and the Student Experience to identify the fund and the detail code for the fee.
- 3) For **excursion fees**, please have the following budget information available before submission:
 - 1) Number of Students
 - 2) Number of Instructors
 - 3) Total Estimated Budget for:

- a. Meals – Breakfast
 - b. Meals – Lunch
 - c. Meals – Dinner
 - d. Travel – Vehicle Rental
 - e. Travel – Air
 - f. Travel – Mileage
 - g. Registration Fees
 - h. Accommodation
 - i. Other costs
- 4) Please be aware of the difference between materials fees and lab fees:
- a. A **lab fee** is assigned when the student is using materials and/or equipment during their education and those materials and/or equipment need to be replaced or repaired. This would range from replacing chemicals and biological specimens, to make-up and props, to instrument and equipment maintenance and repair.
 - b. A **materials fee** is assigned when the student receives and keeps materials and/or equipment after the course is completed. This would range from printed reading packages to clothing to equipment.

For questions or assistance, please contact: feecommittee@usask.ca.

